

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.02.09 TRAVEL REQUESTS



Adopted: 12/20/16
Reviewed: 03/21/18
Revised: 00/00/00

Approved: _____

A handwritten signature in black ink, appearing to read "Tony Hinton", is written over a horizontal line.

Purpose: To provide District members specific guidelines when traveling at District expense.

References: Resolution 94-3, Accountable Travel Expense; Resolution 94-6, Travel and Transportation Regulations; State of Washington Office of Financial Management, Chapter 10.

Procedure:

1. All travel and training inside or outside of the District that incurs District expense must receive preapproval from the Fire Chief or his/her designee.
2. A Travel/Training Request form must be completed in its entirety and submitted to the Fire Chief or his/her designee a minimum of three weeks in advance of the travel/training date.
 - a) A copy of the meeting training notification or registration shall be attached to the completed Travel/Training Request form.
3. Allowable travel expenses may include:
 - a) Registration.
 - b) Meals.
 - c) Lodging.
 - d) Transportation.
 - e) Parking.
4. In-state travel is paid in accordance with the rates set by the State of Washington Travel and Transportation Regulations.
5. Out-of-state travel is paid in accordance with the rates set by the U.S. General Services Administration (GSA) travel rates for that state.
6. All expense related reports are subject to review by the Board of Fire Commissioners and are formally approved during the Approval of Expense Vouchers at their regular meeting.
7. A falsified expense report may result in immediate discharge.

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Approved: *Tony Fisher*

Spokane County Fire District 8 Travel/Training Request



To be completed by SCFD8 member requesting to attend travel or training:

Name: _____ Date Submitted: _____

Address: _____

I request to attend: (attach registration/brochure) _____

Departure: (Date & Time) _____ Return (Date & Time) _____

Registration Fee: \$ _____

Total Meals for ___ days: \$ _____

Lodging: ___ days @ _____ Conf. #: _____ \$ _____

Transportation: _____ \$ _____

Personal Vehicle: _____ Miles @ _____ Cents per Mile \$ _____

or District Vehicle Assigned: _____

Misc. Expense: _____ \$ _____

TOTAL: \$ _____

Purpose or professional development I seek to obtain: _____

Member Signature _____

Request Approved Yes No

Comments:

Request Approved: Yes No

Comments:

Per Diem:
Meals: Yes No
Lodging: Yes No
Mileage: Yes No
Warrant: _____
Date: _____

Fire Chief / Division Manager _____

Date _____

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All travel by personnel representing Spokane County Fire District 8 shall comply with current District Policy and Standard Operating Procedures.

Travel/Training Request Authorization:

A Travel/Training Request form and a copy of the registration or meeting notification shall be submitted to the Fire Chief or his/her designee for approval and processing a minimum of 3 weeks in advance of the travel/training date.

All expenses subject to expense accounts shall be authorized by the Board of Fire Commissioners upon recommendation of the Fire Chief.

Registration Fee:

Registration will be processed after the Travel/Training Request form has been submitted to and approved by the Fire Chief or his/her designee.

Lodging:

Lodging will be processed after a Travel/Training Request form has been submitted to and approved by the Fire Chief or his/her designee.

Per Diem – Meals:

The District will provide for meals during approved travel at the current rates established by the State of Washington Travel and transportation Regulations or applicable GSA Per Diem rate. Per Diem is a set amount per day and is adjusted for time of departure and return. Members may receive advanced Per Diem rate prior to departure upon completion and approval of a Travel/Training Request form.

Mileage Expense:

A claim may be submitted for mileage expense incurred by District personnel who use a private vehicle for authorized District business. Authorization for use of a personal vehicle for District business shall be secured before the fact from the Fire Chief or his/her designee.

Claims for mileage expense must be made in detail on an approved District Mileage Expense Report form and signed in certification to comply with state law, RCW 42.23.090. Claims for advanced travel in a privately owned vehicle shall be made and approved prior to the fact using a Travel/Training Request form.

The rate of reimbursement for mileage expense shall comply with State of Washington Travel and Transportation Regulations.

Expense Reports:

Expense accounts shall be submitted to Administration on an approved District Expense Account form for reimbursement within 30 days after an expense is incurred.

Expense account reports shall be accompanied by all receipts and shall be signed and dated.

All expense related reports are subject to review by of the Board of Fire Commissioners and are formally approved during the Approval of Expense Vouchers at their Regular Meeting.